



# Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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## MINUTES December 9, 2002

**Contract for Consultant Services to identify and evaluate potential sites for Wireless Communication Facilities Budget**

**Draft Personnel Policies Handbook**

**Continued Public Hearing: Common Driveway Special Permit, 138 East Street, Map 22, Parcels 62B & 63D, Theodore Treibick, applicant**

**ANR Plan: 235 & 251 Monroe Hill Road (Map 20, Lots 43 & 44), Hud-Con and Estimating Co., applicant**

**Discussion of Town's intention to meet requirements of Executive Order #418 to prepare Master Plan (Scope of Work due 12/31/02)**

**Stormwater Management**

Chair Kate Reid called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board Members David Freedman, Louise Hara (Vice Chair/Clerk), Dan Holzman, and Tom Lane (Treasurer) were present. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present. Members Michael Abend and Phyllis Zinicola were not present this evening.

The Board reviewed the minutes of 11/25/02. Lane moved to accept the minutes of November 25, 2002 as drafted. Hara seconded the motion and it carried 5-0. The Board also reviewed the minutes of a special meeting on 12/1/02. Hara moved and Freedman seconded a motion to accept the minutes of December 1, 2002 as drafted. The motion carried 5-0.

### Contract for Consultant Services to identify and evaluate potential sites for Wireless Communication Facilities

Mansfield explained that the Board must sign the contract again because the consultant signed the original contract with the wrong color ink. Broadcast Signal Lab and GPR are treating the contract as executed and are proceeding with the initial phase of their work.

### Budget

Lane stated that the FY03 budget appears to be on target.

Mansfield reported that a letter dated 12/2/02 was sent to Ronald Peabody of NW Development from the building inspector. The letter explained the status of the High Woods development and the reasons why occupancy permits cannot be issued. The PA expected that this letter would generate a response to the Board's many requests for additional project review funds. Mansfield reported that he expects additional funds for review of Hart Farm Estates to be forthcoming as well.

The Board also discussed potential fiscal needs for FY04.

### **Draft Personnel Policies Handbook**

Reid reported that she had attended the most recent Personnel Board meeting and asked about incorporating previous Planning Board comments in the handbook. They noted that some of the comments had been included although Reid thought that one page had been overlooked. The Personnel Board also explained why some comments were reviewed, but not incorporated. The Personnel Board will meet again on January 16, 2002.

### **Continued Public Hearing: Common Driveway Special Permit, 138 East Street, Map 22, Parcels 62B & 63D, Theodore Treibick, applicant**

Carolyn Kiely of 132 Hartwell Road was present, representing Carlisle Extended Day Program.

The Board received a fax from Treibick requesting that the Board take no testimony and continue the public hearing to the Board's next meeting. Lane moved to continue the public hearing to January 13, 2002 at 7:45 p.m. Hara seconded the motion and it carried 5-0.

### **ANR Plan: 235 & 251 Monroe Hill Road (Map 20, Lots 43 & 44), Hud-Con and Estimating Co., applicant**

Mr. Richard Hudson of Hud-Con Estimating Co. was present.

The Board discussed the difference between the plan endorsed by the Board on October 17, 2002 and the plan currently before the Board. Lane noted that the new plan shows a land swap based on the original plan endorsed January 12, 1981. He wondered if the new plan should be based on the plan endorsed on October 17, 2002 since it has been recorded with the Registry of Deeds. The Board decided that the problem would be most easily solved if the engineer adds a note to the new plan stating that Plan # L7912A supercedes Plan #L7912 endorsed on October 17, 2002.

Hara moved to require a \$100 filing fee for the plan, waiving the additional fees for parcels created. Freedman seconded the motion and it carried 5-0. The Board asked Hudson to ask the engineer to show ellipses on the plan also. The Board suggested that Hudson may present the revised ANR plan to the Board at it's special meeting on Wednesday 12/11/02. Hudson thought that he could have the plan revised by then. In case this was not possible, he also granted the Board an extension of time to endorse until January 15, 2002.

### **Discussion of Town's intention to meet requirements of Executive Order #418 to prepare Master Plan (Scope of Work due 12/31/02)**

Reid reported on the December 1<sup>st</sup> PB meeting and also on her discussion with Caren Ponty, Chairman of the Community Preservation Committee. Ponty, a qualified EO418 consultant, agreed to help the Board write its scope of services to be sent out for quotations by December 13<sup>th</sup>. She will charge \$85/hour and estimates that she will require approximately 10 hours to complete the scope. Ponty recommended that a preliminary e-mail be sent to all prospective consultants, asking them if they would be interested in quoting and able to meet the tight deadline. The Board agreed that it would be useful to attach the Interagency Working Group (IAWG) Equivalent Plan Approval Memo to this initial e-mail to give consultants a sense of what will be required.

The Board reviewed a list of qualified engineers and selected those that seemed to meet the needs of the proposed study. Lane suggested that perhaps MAPC could conduct the GIS portion of the study, thus allowing another consultant to handle all the remaining items. The Board agreed that the scope of services must be sent to consultants by December 13<sup>th</sup> with responses by December 20<sup>th</sup>. The consultants would be required to state which services they are able to provide, give a cost estimate and provide a time frame.

Mansfield and Reid are scheduled to meet with Ponty tomorrow at 1:00 p.m. to discuss details and scheduling. The Board agreed that they would meet Friday evening December 20<sup>th</sup> to review consultant responses and make a selection. Ponty has offered to assist the Board in the selection process as well.

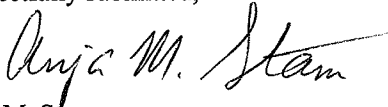
The PB is scheduled to meet with the Community Preservation Committee on Wednesday 12/11 and the Board of Selectmen were also asked to attend. Mansfield reported that he has not heard of any Selectmen who would be attending. Reid said that she would give an overview of the purpose and the process of EO 418 to the CPC. The PA was asked to write a memo to the Board of Selectmen giving the status of the EO 418 process and the PB's plan for selection of consultants.

### **Stormwater Management**

Mansfield reported on a conversation he had with ConsCom administrator Silvia Willard. She stated that Carlisle is required to comply with DEP's Phase II Stormwater Management requirements, but the Board of Selectmen is appealing this decision. The ConsCom and the DPW were copied on this requirement, but the PB was not notified. Holzman noted that complying with the Phase II requirements would be very expensive for the Town, especially initial GIS mapping of all drainage systems. He added that these requirements are mandated by Federal, not State government and that no funding is available. Holzman suggested that this should be considered when planning the FY04 budget.

At 9:55 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Anja M. Stam".

Anja M. Stam  
Administrative Assistant